

Cuyahoga Valley National Park Volunteer Program

Building a Community of Park Stewards



Cuyahoga Valley National Park

Internship Opportunity

Position Title: Trailblazer's Volunteer Program Assistant

Dates of Internship: Mid May to Mid August

Hours: 16-24 hours/ week. Flexible scheduling. Weekends required, some evenings and holidays required.

Location: Coonrad Ranger Station, 10340 Riverview Rd, Brecksville, Ohio 44141

Duties: The primary purpose of the position is to assist with management of the the Trailblazer Volunteer Program.

Provides operational support including researching, requisitioning, inventorying, cleaning, and restocking equipment. Maintains radios, first aid kits, and interpretive packs. Prepares and transports equipment and supplies for special events, training, and meetings.

Provides administrative support including sorting, copying, routing, and filing of forms and documents related to the programs. Draft newsletters, informational flyers, invitations, and thank you notes for review by the program coordinator. Compiles and inputs statistics into computerized program. Maintains schedule books, sign-up sheets, and sign-in logs. Reserves rooms and equipment for use during meetings.

Provides and relays information between staff and volunteers. Ensures that program coordinator are aware of any complaints, equipment needs, or participant concerns. Answers the phone and takes phone messages. Is available to volunteers by phone, e-mail, and in person to provide information regarding patrol logs, equipment use, and other program-related questions.

Conducts field assignments related to the Trailblazer Volunteer Program including hike or bicycle patrols under the guidelines prescribed for each program.

Skills Required: Knowledge of: the National Park Service Mission and the mission of CVNP; natural and cultural resources within the park; policies and guidelines specific to volunteer operation. Ability to: speak in public and to meet and converse with a diverse volunteer population; use a computer to draft documents, maintain statistics, and send e-mails.

Intern will work under commissioned program coordinator to accomplish specific tasks. Intern will carry out duties and responsibilities independently, asking questions and seeking assistance when appropriate. Intern resolves routine technical or operation problems by reviewing, selecting, interpreting, adapting, and applying appropriate park and NPS guidelines. Intern makes recommendations to improve and enhance operations.

The work consists of a variety of office and field assignments specifically related to the Trailblazer Volunteer Program.



Requirements: The work may require four to six hours of standing, walking, or cycling, and may require moderate lifting. Work will take place both indoors and outdoors and may be in extreme high and low temperatures and humidity. The work requires manual dexterity and the ability to project vocally in a loud or crowded situation. Applicants must complete a National Park Service Volunteer-in-Parks Agreement and may be subject to a background investigation. U.S. citizenship, valid driver's license, and reliable transportation required.

Local candidates only.

Salary/Benefits: No stipend available. Student may obtain internship credit with university upon approval of academic advisor. Interns are eligible for injury compensation and tort claims the same as federal employees and are considered to be federal employees for those purposes only.

Outcomes: Gain experience in working with volunteers and engaging diverse audiences. Learn and practice volunteer management best practices. Develop project management skills. Attend volunteer management and interpretation classes and meetings. Network with National Park Service Law Enforcement Rangers.

How to Apply: Send résumé and cover letter to apply@forcvnp.org with the position title as subject line.